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DATE: October 18, 2017

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Allison Coakley
Training Coordinator

SUBJECT: MCT Core Training Available in WisVote Learning Center

As you are aware, new municipal clerks are required by state law to take the 3-hour Municipal Clerk Core (MCT Core) training class before their first election or in the current term if there are no scheduled elections to be considered certified to conduct elections. We have customarily offered this class using live webinars conducted by Wisconsin Elections Commission staff and in-person training classes conducted by WEC certified clerk-trainers.

As I indicated in an August email to all new municipal clerks and in the *Local Election Official Training* clerk communication posted on our website on September 25, 2017, the MCT Core training class is now available in the WisVote Learning Center. The presentation is composed of 16 sections and each section is followed by a short quiz. There is no passing grade for each of the quizzes, but quizzes may be retaken as many times as you like. The training should take approximately three hours to complete. After you have completed all 16 sections and quizzes of the MCT Core training class, please use the certification reporting form posted in the WisVote Learning Center to report your training to us. When we have verified that you have completed the MCT Core class, you will be issued a certificate of training and be mailed an Election Administration manual.

Your first step is to contact the Elections Help Desk using the form posted with this memo and request a user name and password for the WisVote Learning Center. The Help Desk will send it to you along with a document that explains how to access the Learning Center and begin your training. **If you have registered for an in-person MCT Core training class and wish to cancel, please contact me as soon as possible.**

State law also requires municipal clerks to take and report an additional three hours of election training – for a total of six hours – before December 31, 2017 to recertify for the 2018-2019 term. Training can be taken in any order you like. Training broadcasts from our earlier webinar series are available on the WEC website: <http://elections.wi.gov/clerks/education-training/webinars>. We also recently posted a new election administration training webinar schedule for the upcoming election cycle, including a *New Clerk Orientation*

session: <http://elections.wi.gov/node/5196>. Deputy clerks and staff are not required by law to take training, but may do so if they are working on clerk certification for personal or professional reasons.